

CONFIDENTIAL

1-444

Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: 23 February 1951

FROM : Chief, Administrative Services

SUBJECT: Request for Additional Position in T/O

1. The following additional position is requested in the office of the Chief, Administrative Services:

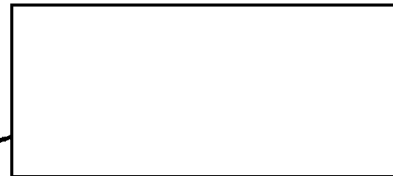


Clerk

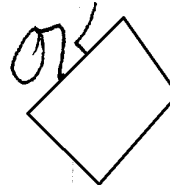
GS-4

2. This position is required to provide clerical and typing assistance for the Administrative Officer, as the two clerk stenographers presently authorized are required to perform secretarial and stenographic duties for the three men assigned to this immediate office. This clerical assistant is required to maintain the mail and cable logs of incoming and outgoing material of the Administrative Services Office; handle receipt and dispatch of such material; prepare and type personnel actions, recruitment requests, referral sheets, requests for badges, reproduction and supply requisitions, administrative correspondence and reports; filing, and miscellaneous other clerical duties as required.

3. Approval of this additional slot at an early date is requested.



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JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 10 NO CHANGE
IN CLASS/DECLASS/ /CLASS CHANGED TO: TS S C RET. JUST 22
NEXT REV DATE 1/1/57 DATE 14/5/57 REVIEWER _____ RE DOC. 22
NO. PGS 2 CREATION DATE _____ ORG COMP 35 OPI 22 ORG CLASS C
REV CLASS C REV COORD. _____ AUTH: MR 76-3

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MAR 12 1951
MAR 5 1951